

**CITY OF CHICOPEE
TREASURER'S OFFICE
JOB DESCRIPTION**

JOB TITLE: PAYROLL ADMINISTRATOR (ACCOUNTANT)

DEPARTMENT: TREASURER'S OFFICE

LABOR GRADE: GRADE B

LOCATION: CITY HALL

SUPERVISION RECEIVED: CITY TREASURER, ASST. CITY TREASURER

SUMMARY OF POSITION: This is an ESSENTIAL position to the office and to the City, and meeting deadlines is critical. The primary functions are payroll, accounts payable, project implementation and training; as well as to maintain accounting principles and duties as associated with the normal operation and functions of the City Treasurer's Office.

ESSENTIAL RESPONSIBILITIES:

- Review all payroll entry; Process payroll for all municipal and school departments
- Reconcile payroll file for municipal and school departments on a monthly, quarterly and annual basis for the purpose of balancing to produce W2 forms and necessary reports for various reporting periods.
- Oversee Deferred Compensation 457 Plan, be the main point of contact for employees and the 457 Company
- Verify vendor W9's, match TIN's through the IRS website
- Process/print/report 1099 Miscellaneous forms, balance 1099 file for filing with IRS
- Reconcile GIC retiree file and make payment
- Create Invoices for Retiree Ch 9 ½ billing, track payments and receipts
- Track all office expenditures for reconciling accounts
- Balance bank accounts
- Cross-trained with at least one other employee to maintain continuous accessibility to public and employees during vacations and absences in office. Particularly cross-trained with Accountant and Assistant Treasurer. Also covers for, and assists, other staff as needed and assigned.

SPECIFIC DUTIES:

- Process payroll from Time and Attendance Entries into MUNIS payroll system, balance payroll with submitted worksheets, print checks and all associated reports and paysheets for departments and benefits companies. Process municipal payroll bi-weekly and school payroll biweekly on alternate weeks. Convert, upload and transmit various ACH files electronically, maintain files weekly to ensure accuracy
- Manage and enter accurate deduction changes on a weekly basis including direct deposit, rates, transfers, direct deposit deductions, Federal, State & Medicare Taxes; City and Teacher's Retirement; Auto/Home Insurance; all bargaining unit dues and any others as submitted on change sheets or through Personnel Action entries or one time adjustments during payroll processing.
- Set up individual wage garnishments within the MUNIS system, track changes to payroll to ensure that the amount of court order/garnishment is correct. Verify changes to individual withholding companies.
- Oversee the Mass Mutual/Deferred Compensation plan, processing paperwork and online reports weekly for loans, enrollments, terminations, contributions. Keep track of each employee file and deduction; update as necessary. Upload bank files and reports to transmit electronically.
- Verify each and every W9 that comes in from vendors through the IRS website. Print the matching TIN acceptance to scan with the W9 to keep on file for tax purposes.
- Process, print, and reconcile the 1099M file at the end of the year, maintain the file throughout the year.
- Reconcile the Group Insurance Commission billing on a monthly basis, submit correct report and payment to the state.
- Keep track of all office expenditures and update spreadsheets accordingly
- Maintain all bank spreadsheets, reconcile individual accounts to the GL for purpose of year end balancing
- All employees are cross-trained with at least one individual for the purpose of always being able to assist for inquiries over the phone or at the counter. Also trained on various duties that affect the entire Treasurer's Office. This includes but is not limited to knowledge of employee benefits (insurances: premiums, deductions, eligibility to participate, etc.; Federal and State tax regulations; various other voluntary programs as offered by the City to employees), knowledge of vendor file for tracking payments from all City departments and tracing issued checks, assist other staff during crucial times in typing, filing and adding various reports and summaries as required for fiscal and calendar year end.

REPORTS AND RECORDS:

- Prepare wage verifications for financial institutions, various departments and government agencies including D.O.R. for Child Support, Health & Human Services, Housing Authorities, colleges, etc.
- Unemployment reports to the Commonwealth of Mass. D.O.R.
- W2 reports to IRS and DOR for annual reporting.

- Compile Payroll Census records requested from the IRS and Social Security
- 1099 files to the IRS
- GIC reporting

DEGREE OF CONTACT WITH OTHERS:

- Any and all City employees and officials as relates to payroll inquiries. Various benefit companies & representatives, MUNIS support personnel, and other governmental agencies.
- Public, taxpayers/citizens, customer service inquires in office or over phone, usually for problem resolution.
- Direct contact daily with coworkers in office.

DEGREE OF INDEPENDENT AUTHORITY: Must work independently to accomplish tasks on a daily basis. Responsible for completion of all duties timely and accurately. Failure to complete own duties has an extremely detrimental affect on other duties in Treasurer's Office.

QUALIFICATIONS FOR POSITION:

KNOWLEDGE AND SKILLS REQUIRED:

- Proficiency in Microsoft Word, Excel and Access.
- High degree of accuracy and attention to detail.
- Proficient in use of all office machines-adding machine, fax, copiers, printers and postage machines.
- Proficient in basic math, fractions, percentages and problem solving. Ability to compute rates, ratio and to compile and interpret bar graphs and charts.
- Excellent communication skills, with the ability to handle phone calls politely and knowledgeably and to greet customers over the counter. Must be able to deal with problems involving multiple variables and situations.
- Ability to apply common sense understanding to follow and carry out instructions as given in any form.

EDUCATION: Associate's Degree in accounting or business management required, plus 5 years of payroll processing/accounting/accounts payable experience. Work experience can be substituted for degree.

RESPONSIBILITY FOR CITY PROPERTY & FINANCES:

- Access to all cash and checks turned in for deposit from City departments.
- Access to check stock for City's P/R and A/P account for production of checks.
- Responsible to maintain own workstation and assist in the maintenance of all equipment in the Treasurer's Office.

PHYSICAL & OTHER REQUIREMENTS: Must be able to lift heavy journals and records, along with boxes of various documents. Constant sitting and rising to get checks

and load printers. Close computer and paper work. Working under high pressure and constant strain of deadlines to complete various reports and duties. Must be able to multi-task with constant interruptions. All work in Treasurer's Office is highly confidential in nature, particularly when dealing with payroll and deductions. Must be able to be bonded against criminal loss of property and funds.